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UNITED STATES DEPARTMENT OF AGRICULTURE.
BUREAU OF STATISTICS.

ORDERS GOVERNING
THE PREPARATION OF
MONTHLY CROP REPORTS
OF THE
BUREAU OF STATISTICS.

(Revised October 1, 1909.)

ORGANIZATION OF THE BUREAU OF STATISTICS.

Statistician and Chief: VICTOR H. OLMSTED.

Assistant Statistician: NAT. C. MURRAY.

Chief Clerk: SAMUEL A. JONES.

Division of Domestic Crop Reports: FRED. J. BLAIR, *Chief*.

Division of Production and Distribution: GEORGE K. HOLMES,
Chief.

Editorial Division and Library: CHARLES M. DAUGHERTY, *Chief*.

Crop Reporting Board:

VICTOR H. OLMSTED, *Chairman*, NAT. C. MURRAY, GEORGE K.
HOLMES; two or more persons called in from the corps of
special field agents and state statistical agents.

**ORDERS GOVERNING THE PREPARATION OF MONTHLY CROP
REPORTS OF THE BUREAU OF STATISTICS,
AS REVISED OCTOBER 1, 1909.**

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF STATISTICS,
Washington, D. C., October 1, 1909

SIR: I have the honor to submit herewith for your approval a revision of the orders governing the preparation of the monthly crop reports of this Bureau. The supply of the original edition is exhausted.

The few changes made in the existing orders are required principally to meet the changed conditions in the Bureau's new quarters. These necessary amendments are designed to strengthen the effect of the regulations by having the directions and practices in accord.

Very respectfully,

VICTOR H. OLMSTED,
Chief of Bureau.

The SECRETARY OF AGRICULTURE.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
Washington, D. C., October 1, 1909.

It is hereby ordered that the following methods be used hereafter in the Bureau of Statistics of this Department in the handling, compilation, and preparation of monthly crop reports:

FIRST.—The following classes of correspondents send their reports to the Bureau of Statistics for tabulation:

- County correspondents.
- Township correspondents.
- Individual farmers.
- Cotton ginner (Census Bureau).
- Special correspondents.

The schedules sent in by the above-named classes of correspondents are tabulated in the Division of Domestic Crop Reports and must be carefully safeguarded previous to and during tabulation.

In order to prevent the possibility of collusion among any of the clerks engaged in their tabulation, or of any individual clerk drawing deductions from the results shown for any State or States tabulated by him, the following method shall be employed in dealing with speculative crops in States of relatively large production:

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the State, omitting a group of counties at the bottom of the sheet. As rapidly as such partial totals are made the sheets shall be handed to the Chief of the Division.

(b) The Chief of the Division shall then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the bottom (where there is nothing to indicate the States to which they relate), using the same number at both the top and the bottom of each sheet. He shall then place these numbers on a separate sheet kept on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The Chief of the Division shall then, personally, cut the tabulation sheets in two parts, so that the partial total will be at the top of the lower part and so that *no names of counties* will appear thereon.

(d) He shall immediately deliver the upper part, upon which the name of the State is written, to the Statistician and Chief of Bureau, or the Acting Chief of Bureau.

(e) The Chief of the Division shall then issue the lower parts of the tabulation sheets to other clerks than those by whom they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerks, the Chief of the Division shall deliver them to the Statistician, or the Acting Chief of Bureau, who will be able to assign the figures to their proper States by means of the numbers placed on the top and on the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in *Texas* and *Georgia* shall be delivered by the Chief of the Division, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the day on which the Bureau cotton report is issued, when they will be

delivered to the Statistician, or Acting Chief of Bureau, by the Secretary, Assistant Secretary, or Acting Secretary.

SECOND.—The reports of state statistical agents are handled only by the Statistician, or the Acting Chief of Bureau, and the Crop Reporting Board in executive session.

In order to prevent access to such of these reports as relate to speculative crops by any person connected with the Bureau of Statistics prior to the day on which the Bureau report to which they relate is issued, or the possibility of premature information being derived from them, they will be addressed to the Secretary of Agriculture, the address to be written with red ink and the letter "A" to be plainly marked on the ends of the envelopes in which they are transmitted. The letters thus addressed will be delivered by the postal authorities to the Secretary of Agriculture, Assistant Secretary, or Acting Secretary in sealed mail pouches. These pouches will be opened only by the Secretary, Assistant Secretary, or Acting Secretary, who will place their contents with seals unbroken in a locked receptacle, where they will remain, sealed, until the time arrives for their use in preparing the crop estimates of the Crop Reporting Board.

(a) *In regard to cotton.*—These reports of the state statistical agents shall not be removed from the receptacle and their seals broken until the morning of the day on which the Bureau report on cotton is issued, when they will be delivered to the Statistician, or Acting Chief of Bureau, by the Secretary, Assistant Secretary, or Acting Secretary.

(b) *In regard to other crops* (reports upon several of which are made each month by the state statistical agents).—Agents shall be instructed to inclose their reports relating to what are known as "speculative crops" (such as wheat, corn, or oats) in separate envelopes from their reports on other (nonspeculative) crops, and to mark plainly the first envelopes "A" and the others "B."

The envelopes marked "A" (containing reports on speculative crops) shall be placed, with their seals unbroken, in the locked receptacle, and there remain until the morning of the day on which the report of the Bureau is issued, when they will be delivered to the Crop Reporting Board by the Secretary, Assistant Secretary, or Acting Secretary. The envelopes marked "B" (containing reports on nonspeculative crops), which will be addressed to the Bureau of Statistics, can be opened when received and the data they contain

used by the Statistician, or Acting Chief of Bureau, in computing estimates regarding the crops to which they relate, in advance of the day on which the Bureau report is issued.

(c) The key for opening the receptacle in which the above documents are kept shall be in the possession of the Secretary, Assistant Secretary, or Acting Secretary of Agriculture, only.

THIRD.—Reports of special field agents shall be made and handled in the same manner as those of state statistical agents.

FOURTH. *Crop Reporting Board*.—The preparation of the crop reports each month shall be made by a Crop Reporting Board, thus securing the benefit of consultation and a consensus of judgment and reducing the possibility of error to a minimum. The Board shall be composed of the Chief, or Acting Chief, of the Bureau of Statistics, as chairman, and four additional members, whose services shall be brought into requisition each crop-reporting day by selection from the statisticians and officials of the Bureau and such state statistical agents and special field agents as may be ordered to Washington for that purpose.

FIFTH.—On the days on which the reports of the Bureau are issued the Statistician's room, in which the Crop Reporting Board establishes its final figures, shall be kept locked and no one not engaged in assisting the Board permitted to enter; also, those in the room shall remain there until the report is issued, unless permitted to leave, temporarily, by the Secretary of Agriculture.

(a) No one shall be allowed in said room on the day on which the report of the Bureau is issued, without permission of the Secretary of Agriculture, except the members of the Crop Reporting Board, stenographers, computers, and the Secretary, Assistant Secretary, or Acting Secretary of Agriculture.

(b) The final computations for the United States relating to cotton and speculative crops, based on the figures determined by the Crop Reporting Board for the different States, shall be made by clerks locked in the room adjoining and opening into the Statistician's room, who shall not be permitted to leave said room until the issuance of the Bureau report, without permission of the Secretary of Agriculture.

(c) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the Chief of the Division of Domestic Crop Reports.

SIXTH.—The telegraphic reports of state statistical agents and of special field agents regarding cotton and other speculative crops must be addressed to the Secretary of Agriculture. Those relating to nonspeculative crops should be addressed to “Statistician, Department of Agriculture, Washington, D. C.”

(a) Telegraphic reports addressed to the Secretary of Agriculture shall be placed in sealed envelopes especially marked for that purpose and be placed unopened in the locked receptacle and there remain until the morning of the day on which the Bureau report is issued, when they will be delivered to the Crop Reporting Board.

(b) Telegraphic reports addressed to “Statistician, Department of Agriculture, Washington, D. C.,” may be used as received by the Statistician prior to the date of the issuance of the report.

SEVENTH. *Care of records.*—The tabulation sheets and the sheets containing the preliminary and final computations of the Crop Reporting Board relating to each monthly crop report, together with all letters and reports from state statistical agents, special field agents, or anyone else, relating thereto, shall be kept and preserved in a file case used exclusively for that special purpose and kept locked therein, except when needed for use by the Statistician, or Acting Chief of Bureau.

(a) These records shall be so kept in the file case that all tabulation sheets, reports, letters, and computation sheets relating to any month shall be together and shall be wholly separated from those relating to any other month.

(b) The records shall not be accessible to any person other than the Statistician and the Assistant Statistician without an order from the Secretary or Assistant Secretary, except that tabulation sheets for a preceding year may be used by the Chief of the Division of Domestic Crop Reports for the purpose of copying the column headings and county weights when preparing blank tabulation sheets for future use.

EIGHTH.—All telephones in the Bureau of Statistics shall be disconnected before 9 a. m. on the day on which the Bureau report is issued, and shall so remain until after its issuance.

[Signed] JAMES WILSON,
Secretary of Agriculture.

**EXTRACT FROM PENAL LAWS OF THE UNITED STATES,
APPROVED MARCH 4, 1909.**

SECTION 123. Whoever, being an officer or employee of the United States or a person acting for or on behalf of the United States in any capacity under or by virtue of the authority of any department or office thereof, and while holding such office, employment, or position shall, by virtue of the office, employment, or position held by him, become possessed of any information which might exert an influence upon or affect the market value of any product of the soil grown within the United States, which information is by law or by the rules of the department or office required to be withheld from publication until a fixed time, and shall willfully impart, directly or indirectly, such information, or any part thereof, to any person not entitled under the law or the rules of the department or office to receive the same; or shall, before such information is made public through regular official channels, directly or indirectly speculate in any such product respecting which he has thus become possessed of such information, by buying or selling the same in any quantity, shall be fined not more than ten thousand dollars, or imprisoned not more than ten years, or both: *Provided*, That no person shall be deemed guilty of a violation of any such rule, unless prior to such alleged violation he shall have had actual knowledge thereof.

SEC. 124. Whoever, being an officer or employee of the United States and whose duties require the compilation or report of statistics or information relative to the products of the soil, shall knowingly compile for issuance, or issue, any false statistics or information as a report of the United States, shall be fined not more than five thousand dollars, or imprisoned not more than five years, or both.